

# Secure Access Washington and Cross-Media Electronic Reporting Rule

User's Guide for the Reporting Community

**Last Updated**

**12/20/2016**

This document is a user's guide for Secure Access Washington (SAW) and the Cross-Media Electronic Reporting Rule (CROMERR). It provides step-by-step instructions for setting up user accounts for both SAW and CROMERR, and instructions for submitting Dangerous Waste Annual Report documents using the software.

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## Before you start

### Check List

Before you start you will need:

- To be an administrator in TurboWaste.
- To have your TurboWaste User ID.
- To have your phone number that is listed in TurboWaste.
  - Please update if it is no longer current.
- To have your email address that is listed in TurboWaste.
  - Please update if it is no longer current.
- To have a list of all your RCRA Site ID Numbers and the location information for each site.

### How to find out if you are an Administrator

Your role is listed for each RCRA Site ID when you first log in.



Assigned Sites	
RCRA Site ID:	<a href="#">WAD</a>
Site:	Site Name Here 123 AVE NE WA
Role:	Administrator
RCRA Site ID:	<a href="#">WAH</a>
Site:	Test Site Physical Address Here Lacey, WA
Role:	Administrator

Click on a RCRA Site ID number



[HOME](#) [PROFILE](#)

Welcome to TurboWaste.Net

Assigned Sites	
RCRA Site ID:	<a href="#">WAD</a>
Site:	Site Name Here 123 AVE NE WA
Role:	Administrator
RCRA Site ID:	<a href="#">WAH</a>
Site:	Test Site Physical Address Here Lacey, WA
Role:	Administrator

Your role for the site you clicked on is also listed in the upper left hand corner.



User: **Role: Administrator** [Log Off](#)

RCRA Site ID:

Facility/Site ID:

Start a New Report

[Create New Annual Report](#)

If you will be submitting the Dangerous Waste Annual Report for this site and are not an Administrator, you must contact the Forms Contact to have them update your role.

## How to find your phone number and email address listed in TurboWaste

Click **Profile** in the top right corner.



Assigned Sites	
RCRA Site ID:	<a href="#">WAD</a>
Site:	Site Name Here
	123 AVE NE
	WA
Role:	Administrator

This displays the User Profile which lists your name, email, and phone number.

<div><b>Instructions</b> Please update your first name, last name, e-mail address or phone number click on the Submit button. The application will update the user account and return you to the Home tab.  If you do not want to update your user profile, please click on the Cancel button and the application will return you to the Home tab.  <b>Change Password:</b> Click here to change your password.  <b>Legend</b> * Required fields</div>	<div><b>User Profile</b>  First Name: <input type="text" value="Name"/> * Last Name: <input type="text" value="Name"/> * Email: <input type="text" value="Email"/> * Phone: <input type="text" value="Phone Number"/> Default Profile: <input type="text" value="Simple"/> <input type="button" value="v"/>  <input type="button" value="Submit"/> <input type="button" value="Cancel"/></div>
--	--

To update your information, click into the field and make the corrections. When all information is updated, click **Submit**.

## Where to find a list of all your RCRA Site ID information

Login to TurboWaste.

The first screen lists all your RCRA Site ID numbers and the Site information under **Assigned Sites**. You will need this list later in the process.

Instructions	
Welcome to TurboWaste.Net! Please see your list of assigned RCRA Site ID numbers. <b>Click on the RCRA Site ID to manage Site Identification and Annual Report data.</b> Use the Home tab to return to this list at any time while logged into the application.	
<b>Request PIN:</b> Do you need a PIN for another RCRA Site ID number? If so, click here to request your PIN.	
<b>Add RCRA Site ID:</b> Do you have another PIN? If so, click here to assign another RCRA Site ID to your personal TurboWaste.Net account.	

Assigned Sites	
<b>RCRA Site ID:</b>	<a href="#">WAD</a>
<b>Site:</b>	Site Name Here 123 AVE NE WA
<b>Role:</b>	Administrator
<hr/>	
<b>RCRA Site ID:</b>	<a href="#">WAH</a>
<b>Site:</b>	Test Site Physical Address Here Lacey, WA
<b>Role:</b>	Administrator

## Chapter 1

### Create SAW Account

**NOTE:** If you already have a SAW account, go to the directions for My Security Services set up beginning on page 11 of this user guide.

Go to <https://secureaccess.wa.gov/>

Click **Create one** at the bottom of the page.

SecureAccess WASHINGTON

News Video Help

Log in to SecureAccess Washington

User ID:

Password:

LOGIN

Retrieve User ID Reset Password Activate Account Missing Email?

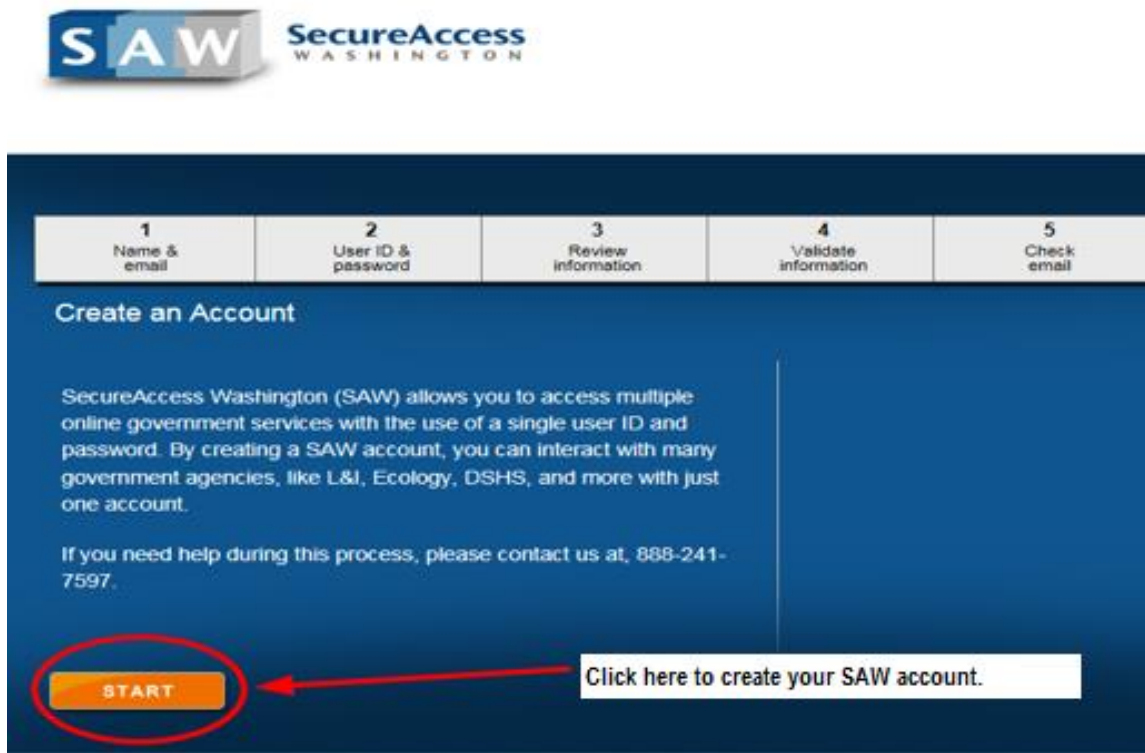
Get cyber security news and alerts by following our Security Operations Center

Do not have an account? [Create one](#)

Click here to set up your SAW Account.

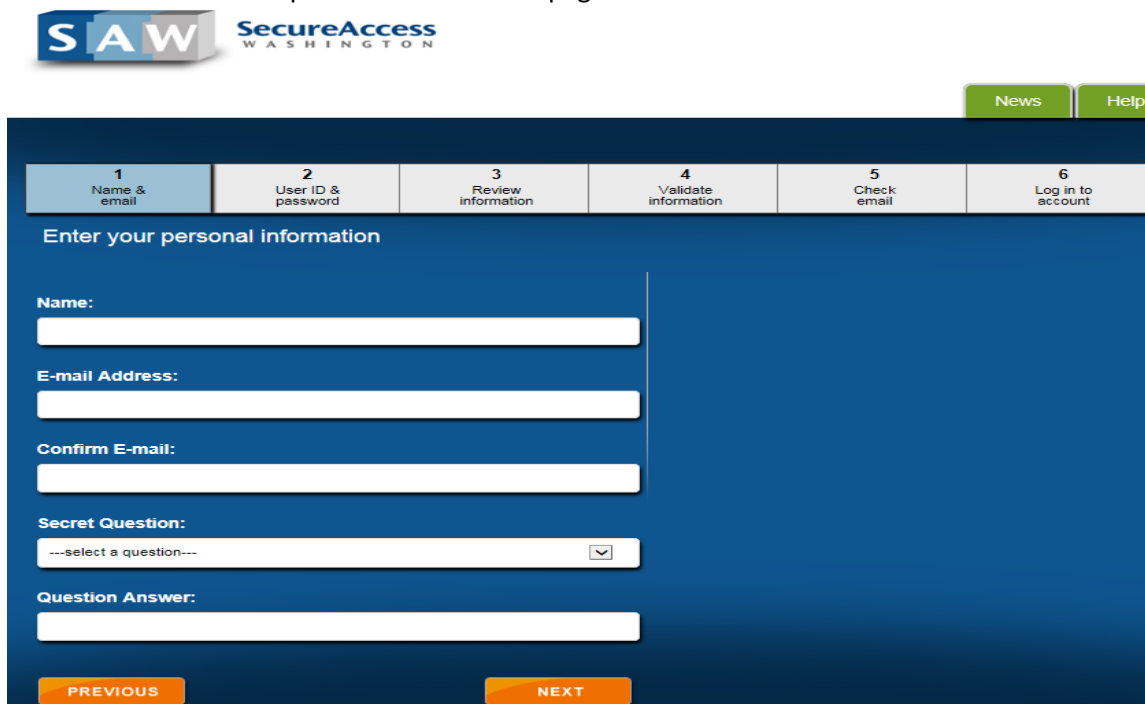
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Click **Start**.



The image shows the 'Create an Account' page of the SecureAccess Washington (SAW) portal. At the top, the SAW logo is displayed. Below it, a progress bar shows five steps: 1. Name & email, 2. User ID & password, 3. Review information, 4. Validate information, and 5. Check email. The main heading is 'Create an Account'. The text explains that SAW allows access to multiple online government services with a single user ID and password, and lists agencies like L&I, Ecology, DSHS, and more. It also provides a contact number: 888-241-7597. At the bottom, there is an orange 'START' button. A red circle highlights the 'START' button, and a red arrow points from a text box that says 'Click here to create your SAW account.' to the button.

Fill out the form on the personal information page.



The image shows the 'Enter your personal information' page of the SecureAccess Washington (SAW) portal. At the top, the SAW logo is displayed. Below it, a progress bar shows six steps: 1. Name & email, 2. User ID & password, 3. Review information, 4. Validate information, 5. Check email, and 6. Log in to account. The main heading is 'Enter your personal information'. The form contains the following fields: 'Name:' with a text input field, 'E-mail Address:' with a text input field, 'Confirm E-mail:' with a text input field, 'Secret Question:' with a dropdown menu showing '---select a question---', and 'Question Answer:' with a text input field. At the bottom, there are two orange buttons: 'PREVIOUS' and 'NEXT'.

Click **Next**.

Create your user ID and password. If you plan to use the same login info for CROMERR, make sure you meet these guidelines:

- Username must be at least 6 characters
- Password must be at least 8 characters
- Password must contain at least 1 of each of these 3 types of characters:
  1. Upper and lower case letters
  2. Numbers
  3. Special characters such as ~!@#\$%^&\*-=+?


1 Name & email	2 User ID & password	3 Review information	4 Validate information	5 Check email	6 Log in to account
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### Create a user ID and password

User ID:

Password:

Confirm Password:



[\(Click here if you cannot read the code\)](#)

In the box below, enter the security code you see above (not case sensitive):

[PREVIOUS](#) [NEXT](#)

Review your login data.

NewsHelp

1Name & email

2User ID & password

3Review information

4Validate information

5Check email

6Log in to account

### Review your information

Here is your personal and account information.

**NOTE:** We value the security of your personal information. In order to protect this information, your password will expire **every 24 months or 13 months** depending on application access. Also, your password should not include a dictionary word.

**Name:**  
Jeri Brining

**E-mail Address:**  
jber461@ecy.wa.gov

**User ID:**  
jber

**Password:**  
XXXXXXXXXXXXXX

**Secret Question:**  
What was your first teachers last name?


**Answer:**  
XXXXXXXXXXXXXX

Go back to the previous page to make changes.  
Continue to the next page if the information is correct.  
You may want to [PRINT](#) this page for your records.

PREVIOUS

NEXT

Check your email to complete account activation.



NewsHelp

1Name & email

2User ID & password

3Review information

4Security check

5Check email

6Log in to account

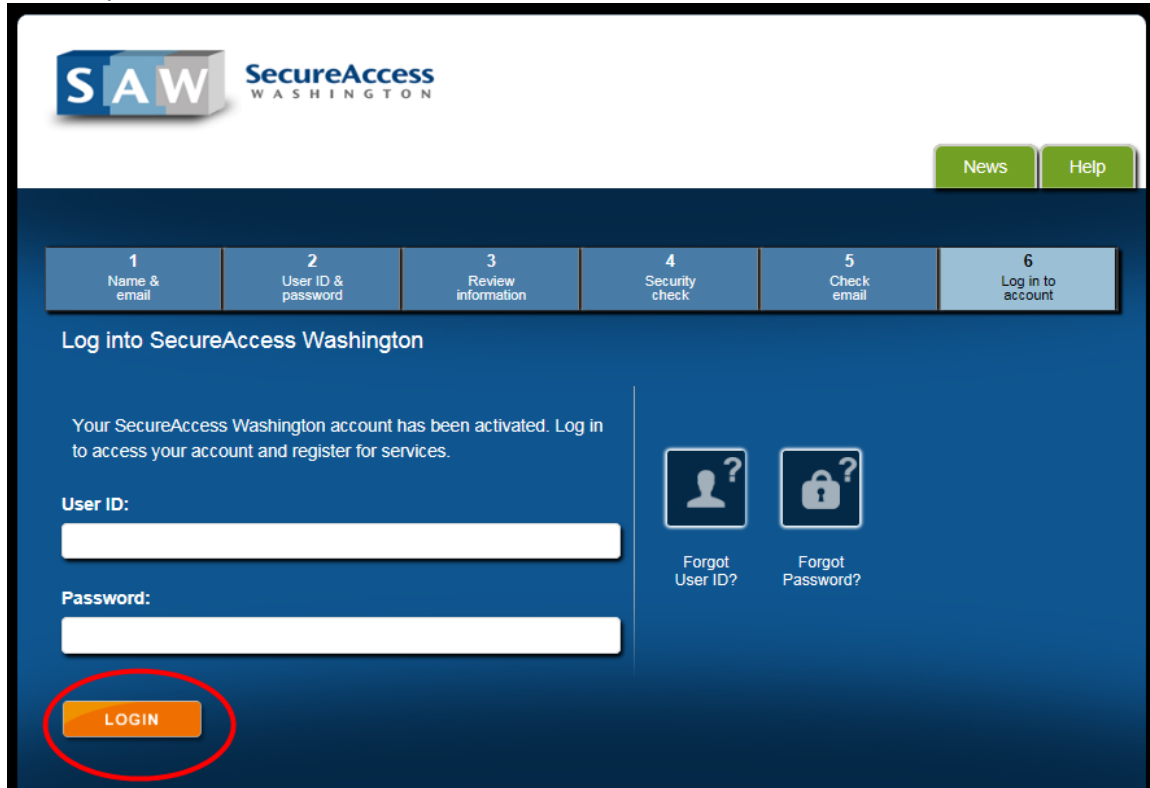
### Check your email account

You are not quite finished yet! Next you will need to check your email to get information needed to get your account activated and ready to use!

## Set up My Security Service

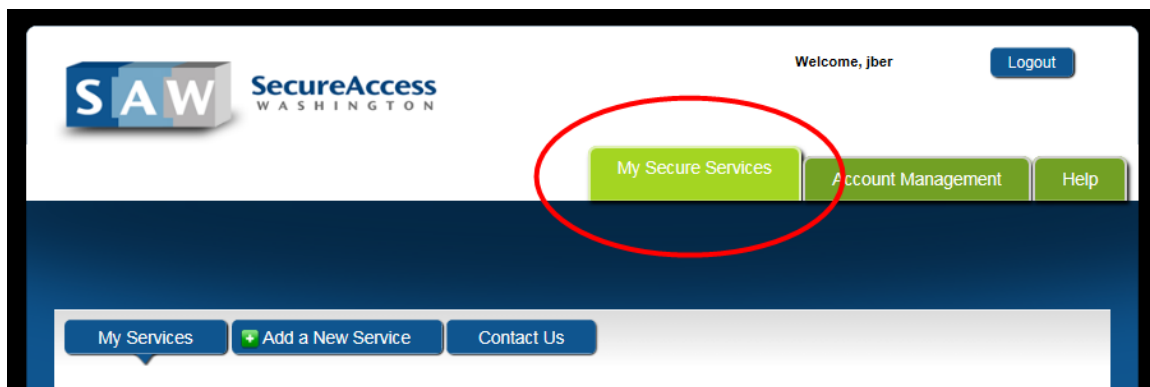
### Log in to SAW

Provide your User ID and Password.



The image shows the SecureAccess Washington login page. At the top left is the SAW logo and the text "SecureAccess WASHINGTON". To the right are "News" and "Help" buttons. Below this is a horizontal bar with six numbered steps: 1 Name & email, 2 User ID & password, 3 Review information, 4 Security check, 5 Check email, and 6 Log in to account. The main heading is "Log into SecureAccess Washington". Below this, a message states: "Your SecureAccess Washington account has been activated. Log in to access your account and register for services." There are two input fields: "User ID:" and "Password:". To the right of these fields are two icons with question marks: a person icon labeled "Forgot User ID?" and a lock icon labeled "Forgot Password?". At the bottom left, the "LOGIN" button is circled in red.

Go to **My Secure Services**.



The image shows the SecureAccess Washington user dashboard. At the top left is the SAW logo and the text "SecureAccess WASHINGTON". To the right, it says "Welcome, jber" and has a "Logout" button. Below this is a horizontal bar with three buttons: "My Secure Services" (circled in red), "Account Management", and "Help". At the bottom, there is a bar with three buttons: "My Services", "Add a New Service" (with a plus icon), and "Contact Us".

Click **Add a New Service**.

The screenshot shows the SAW SecureAccess WASHINGTON portal. At the top, there is a logo for SAW and the text 'SecureAccess WASHINGTON'. To the right, it says 'Welcome, jber' and has a 'Logout' button. Below this, there are three tabs: 'My Secure Services', 'Account Management', and 'Help'. In the main content area, there is a navigation bar with three buttons: 'My Services', 'Add a New Service' (circled in red), and 'Contact Us'. Below this bar, there is a yellow box with a 'Please note' message. Underneath the note, there is a table with columns: 'Service', 'Agency', 'Description', 'Status', and 'Action'. The table currently shows 'No services.'

Select **Department of Ecology**.

The screenshot shows the SAW SecureAccess WASHINGTON portal. At the top, there is a logo for SAW and the text 'SecureAccess WASHINGTON'. To the right, it says 'Welcome, jber' and has a 'Logout' button. Below this, there are three tabs: 'My Secure Services', 'Account Management', and 'Help'. In the main content area, there is a navigation bar with three buttons: 'My Services', 'Add a New Service' (circled in red), and 'Contact Us'. Below this bar, there is a form with two sections. The first section is 'Service code:' with a text input field and an 'APPLY' button. The second section is 'Search services by keywords:' with a text input field and a 'SEARCH' button. To the right of the search section, there is a list of agencies under the heading 'Select an agency below to see a list of services:'. The list includes: 'Board for Volunteer Fire Fighters', 'Community, Trade and Economic Development', 'Consolidated Technology Services', 'Criminal Justice Training Commission', 'Department of Archaeology and Historic Preservation', 'Department of Commerce', 'Department of Early Learning', 'Department of Ecology' (highlighted with a red circle), 'Department of Financial Institutions', 'Department of Fish and Wildlife', 'Department of Health', 'Department of Information Services', 'Department of Licensing', 'Department of Natural Resources', 'Department of Revenue', 'Department of Social and Health Services', and 'Department of Transportation'.

Find **HWTR Signing Portal**.

Click **Apply** to add the HWTR Signing Portal

Aquatic Plant and Algae Management	Aquatic Pesticide General Permit <a href="#">Privacy Notice</a>	<b>APPLY</b>
AREIS	AREIS <a href="#">Privacy Notice</a>	<b>APPLY</b>
Beach Sampling Application	Beach Sampling Application <a href="#">Privacy Notice</a>	<b>APPLY</b>
Children's Safe Products Application	Application used to report the presence of chemicals in children's products. .... <a href="#">more</a> <a href="#">Privacy Notice</a>	<b>APPLY</b>
EAGL	EAGL ..... <a href="#">more</a> <a href="#">Privacy Notice</a>	<b>APPLY</b>
EIM Loader	For clients required by Ecology, upload field and lab data to the Environmental Information Management (EIM) System. Includes Study and Location information and Result (Discreet, Time-Series, Well Water Level) and Bioassay data <a href="#">Privacy Notice</a>	<b>APPLY</b>
<b>HWTR Signing Portal</b>	<b>HWTR Signing Portal</b> <a href="#">Privacy Notice</a>	<b>APPLY</b>

Complete the Service Registration fields and click **Register**.

**NOTE: This information must match your User Profile in TurboWaste.**

For registration purposes, select one TurboWaste RCRA Site ID number if you have multiple under your TurboWaste User Name.

My ServicesAdd a New ServiceContact Us

### Service Registration

Please fill out the form below to apply to agency **Department of Ecology's** service **HWTR Signing Portal - Test**.

Complete the following form: (\*) indicates a required field

\*TurboWaste User Name

User Name

\*TurboWaste First Name

First Name

\*TurboWaste Last Name

Last Name

\*TurboWaste Email Address

Email Address

\*TurboWaste Phone

Phone

\*TurboWaste RCRA Site ID

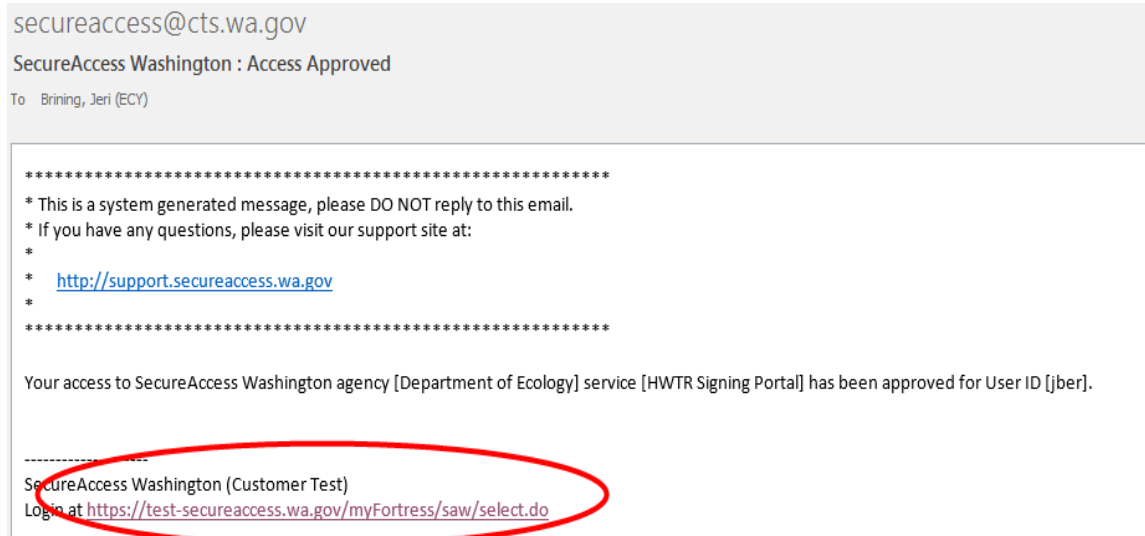
RCRA Site ID

REGISTER

CANCEL

Check your inbox for an acceptance email from SAW.

Click **Login** link.



Apply for CROMERR account

Log in to SAW.



Click **HWTR Signing Portal** link to open “my Electronic Signature Account” (CROMERR).

SAW SecureAccess WASHINGTON

Welcome [Logout](#)

[My Secure Services](#) [Account Management](#) [Help](#)

[My Services](#) [Add a New Service](#) [Contact Us](#)

**Please note:** SAW is a shared portal serving multiple state agencies. To get help with a service provided through SAW, please contact the sponsoring agency directly. Click the "Contact Us" button to view a list of agency contact information.

Service	Agency	Description	Status	Action
<a href="#">HWTR Signing Portal</a>	Department of Ecology	HWTR Signing Portal	Active	<a href="#">Remove</a>

**NOTE:** If you already have a CROMERR account, go to the directions for Electronic Signature Agreement (ESA) on page 21 of this user guide.

To create a new account, click **Create one**.

### my Electronic Signature Account

Enter User Name:

Enter Password:

[Forgot my password](#)  
[View recent account activity](#)  
[Update my security questions](#)  
[Update my profile](#)  
[Change my password](#)

[Leave a comment](#)

Don't have an account? [Create one](#)

 You must have an Electronic Signature Account and be logged into it to be able to sign submissions.

This will open “Create new Electronic Signature Account user.”

Fill out the form completely to create your user credentials. You will need to follow the instructions exactly to successfully create your user credentials.

**NOTE:** It is **highly recommend** that you use your SAW user name to make logging into both systems easier.

**my Electronic Signature Account**

Create new Electronic Signature Account user: [Help!](#)

**Instructions:**

- The User Name length must be a minimum of 6 characters.
- The Password length must be a minimum of 8 characters.
- The Password must include at least 1 of each of the following 3 types of characters:
- Use UPPER and lower case letters, a number, and a special character such as: ~!@#\$%^&\*-=+?

Create User Name:

Create Password:

Confirm Password:

Select your security questions.

**NOTE:** You will need to verify your identity by answering one of the questions every time you log in. Please write down your questions and answers. Answers are case-sensitive.

## Security Questions for Identity Verification

Select and answer 5 different questions: [Help!](#)

**Instructions:**

- Chose questions that are easy for you to answer consistently.
- Chose questions that are not common knowledge to others.
- Remember that you will need to be able to answer the question exactly the way you do here.
- Spelling, spacing, and case of letters must match each and every time you answer.
- Consider printing this page out for your records after completing the questions.

Select a question and enter the answer to it below.

Select a question and enter the answer to it below.

Select a question and enter the answer to it below.

Select a question and enter the answer to it below.

Select a question and enter the answer to it below.

Continue

Page 17 of 32

Enter your profile information.

### my Electronic Signature Account User Profile Information

Please enter your profile information:

Display Name:	<input type="text"/>	i.e. Joe Dow or Dr. Fred Jones
Email Address:	<input type="text"/>	i.e. myEmail@something.com
Company Name:	<input type="text"/>	i.e. Business Inc.
Primary Phone:	<input type="text"/>	i.e. (999) 999-9999
Secondary Phone: (optional)	<input type="text"/>	i.e. (999) 999-9999

General Information or Notes:

(Replace this text with additional comments if desired.)

Any information you include in this box will assist in identifying you and approving your account.

Submit User Profile Information

You must use the format below to enter your phone number. The system will not accept any other format. If you choose to enter a secondary phone number you must use the same format.

**NOTE:** There must be a space between the closing parenthesis and the next number

(999) 999-9999

Place a space here between ) and next number.

### my Electronic Signature Account User Profile Information

Please enter your profile information:

Display Name:	<input type="text"/>	i.e. Joe Dow or Dr. Fred Jones
Email Address:	<input type="text"/>	i.e. myEmail@something.com
Company Name:	<input type="text"/>	i.e. Business Inc.
Primary Phone:	<input type="text"/>	i.e. (999) 999-9999
Secondary Phone: (optional)	<input type="text"/>	i.e. (999) 999-9999

Enter any general information or notes that will assist in identifying you and approving your account.

Primary Phone:  i.e. (999) 999-9999

Secondary Phone: (optional)  i.e. (999) 999-9999

**General Information or Notes:**  
(Replace this text with additional comments if desired.)

Any information you include in this box will assist in identifying you and approving your account.

**Submit User Profile Information**

Click **Submit User Profile Information**.

**General Information or Notes:**  
(Replace this text with additional comments if desired.)

Any information you include in this box will assist in identifying you and approving your account.

**Submit User Profile Information**

You will receive an email to complete the application process. Please check your spam or junk mail file if you do not receive the email in your inbox. The email will have an Electronic Signature Agreement (ESA) document attached.

## Electronic Signature Account Initial Application

**Please check your Email to complete your Electronic Signature Account application:**

**Instructions:**

- Your account has been created but is locked.
- Your account will remain locked until you complete the just emailed Electronic Signing Agreement (ESA).
- Please follow the instructions in the email. Once the signed ESA is returned to us we will unlock the account.

**Return**

## Electronic Signature Agreement (ESA)

The ESA is a required form that is emailed to you after applying for CROMERR.

You must:

- Print
- Fill out the ESA form completely
- Sign and date
- Mail to the address at the top of the form


The original document, with the wet ink signatures, must be received by Ecology before your account can be activated. **We cannot accept Photocopies, emailed, or faxed copies.** Your TurboWaste, SAW, and CROMERR user name(s) are required.

**Please allow at least 10 days for mail and processing before submitting your Dangerous Waste Annual Report.**

**NOTE:** If you already have a CROMERR account you will not receive an email with the attached ESA.

Please:

- Log in to CROMERR.
- Click **Download ESA**.
- Complete the form
- Mail the ESA as advised above.

DEPARTMENT OF  
**ECOLOGY**  
State of Washington

TurboWaste - HWTR Signing Portal

CROMERR - : My TurboWaste Accounts My CROMERR Profile

[Back to Turbowaste](#)

**Turbo Waste**

Ecology has not received an Electronic Signature Agreement (ESA) for TurboWaste. You must print, sign, and mail the ESA to Ecology.  
**Please allow at least 10 days for mail and processing.**  
[Download ESA](#)

No records found for

## Chapter 2

### Document Submittal Using CROMERR

After completing your report in TurboWaste, click **Submit Your Annual Report** in Step 5. The link will take you to SAW.

<b>RCRA Site ID:</b> WAH000040646		Test Site 300 Desmond Dri Lacey, WA 98513	
<b>Facility/Site ID:</b> 911			
<a href="#">Enter Data</a>	<a href="#">Validation</a>	<a href="#">Review</a>	<a href="#">Submit</a>
		<a href="#">Confirmation</a>	

#### 2015 Annual Report Checklist

**Step 1:** The Site ID form is required for **ALL** generators.

**Complete Site ID Form**  
Created: **YES**  
To print a copy of this Site ID Form, [click here](#)

**Step 2:** Required for **MQG** and **LQG** reporters.

Other reporters including SQG, XQG, and TSDR's should also use this section to report OI and waste shipment data.

**Enter OI Data**

**Enter GM Data**

**Enter WR Data**

**Step 3:** **Validate Your Annual Report Data**  
All data must be validated before submission  
☐ Suppress Warning Messages - Show Errors ONLY

**Step 4:** **Review Your Annual Report**

**Step 5:** **[Submit Your Annual Report Using HWTR CROMERR Signing Portal](#)**

#### Annual Report Options

**[Modify my Annual Report Data](#)**  
Use this option to update your report after you have validated your data. You will have to validate your data again before you can submit to Ecology.

#### Data Import/Export

Import Data

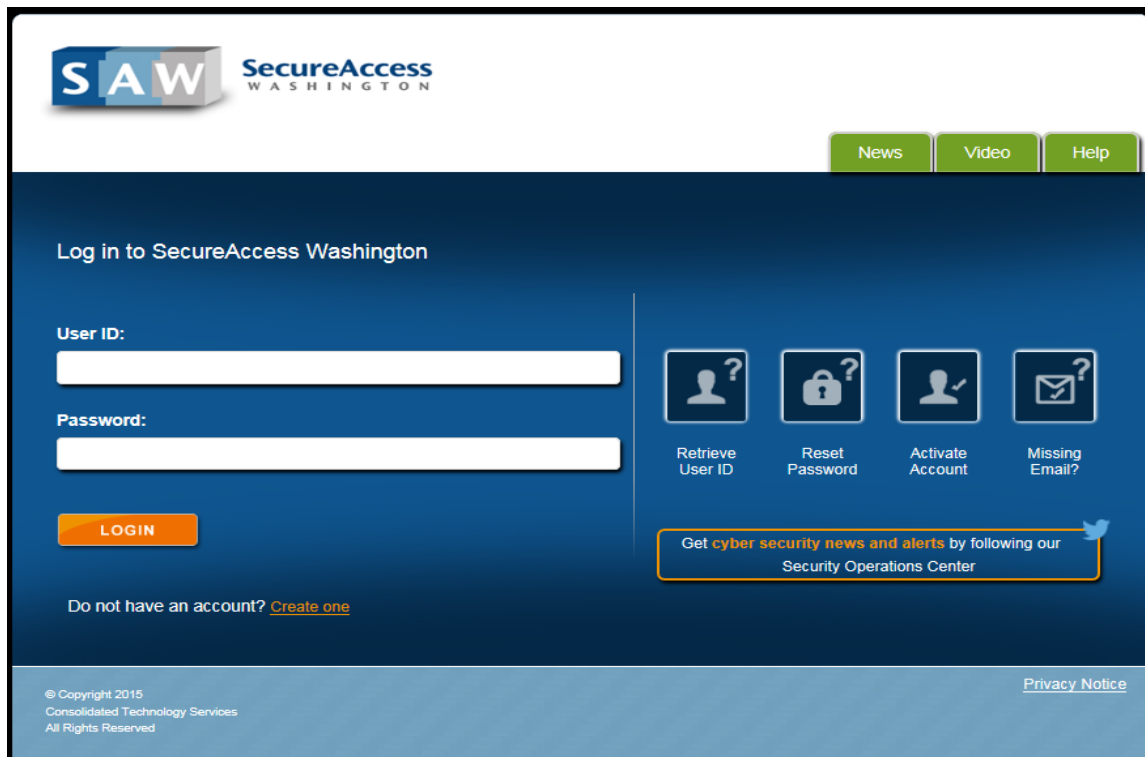
[Export Data](#)

Copy Data from a Previous Year

v

Copy

Log in to SAW.



The image shows the SecureAccess Washington login page. At the top left is the SAW logo. To its right is the text "SecureAccess WASHINGTON". On the top right, there are three green buttons: "News", "Video", and "Help". The main heading is "Log in to SecureAccess Washington". Below this, there are two input fields: "User ID:" and "Password:". Below the password field is an orange "LOGIN" button. To the right of the login fields, there are four icons with question marks: a person icon, a lock icon, a person with a checkmark icon, and an envelope icon. Below these icons are the labels: "Retrieve User ID", "Reset Password", "Activate Account", and "Missing Email?". Below the login fields, there is a link: "Do not have an account? [Create one](#)". At the bottom right, there is a box with the text: "Get cyber security news and alerts by following our Security Operations Center" with a Twitter icon. At the bottom left, there is copyright information: "© Copyright 2015 Consolidated Technology Services All Rights Reserved". At the bottom right, there is a link: "Privacy Notice".

Log in to SecureAccess Washington

User ID:

Password:

LOGIN

Do not have an account? [Create one](#)

Retrieve User ID

Reset Password

Activate Account

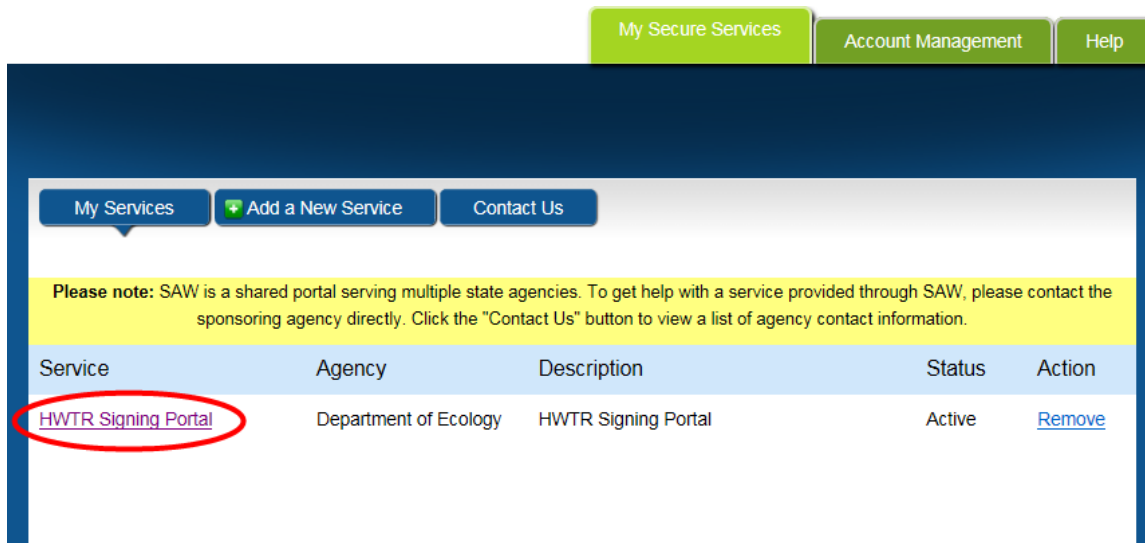
Missing Email?

Get cyber security news and alerts by following our Security Operations Center

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[Privacy Notice](#)

Under the **My Secure Services** tab, click on **HWTR Signing Portal**.



The image shows the "My Secure Services" tab content. At the top, there are three green buttons: "My Secure Services", "Account Management", and "Help". Below these, there are three blue buttons: "My Services", "Add a New Service", and "Contact Us". Below the buttons, there is a yellow box with the text: "Please note: SAW is a shared portal serving multiple state agencies. To get help with a service provided through SAW, please contact the sponsoring agency directly. Click the 'Contact Us' button to view a list of agency contact information." Below the yellow box, there is a table with the following data:

Service	Agency	Description	Status	Action
<a href="#">HWTR Signing Portal</a>	Department of Ecology	HWTR Signing Portal	Active	<a href="#">Remove</a>

My Services

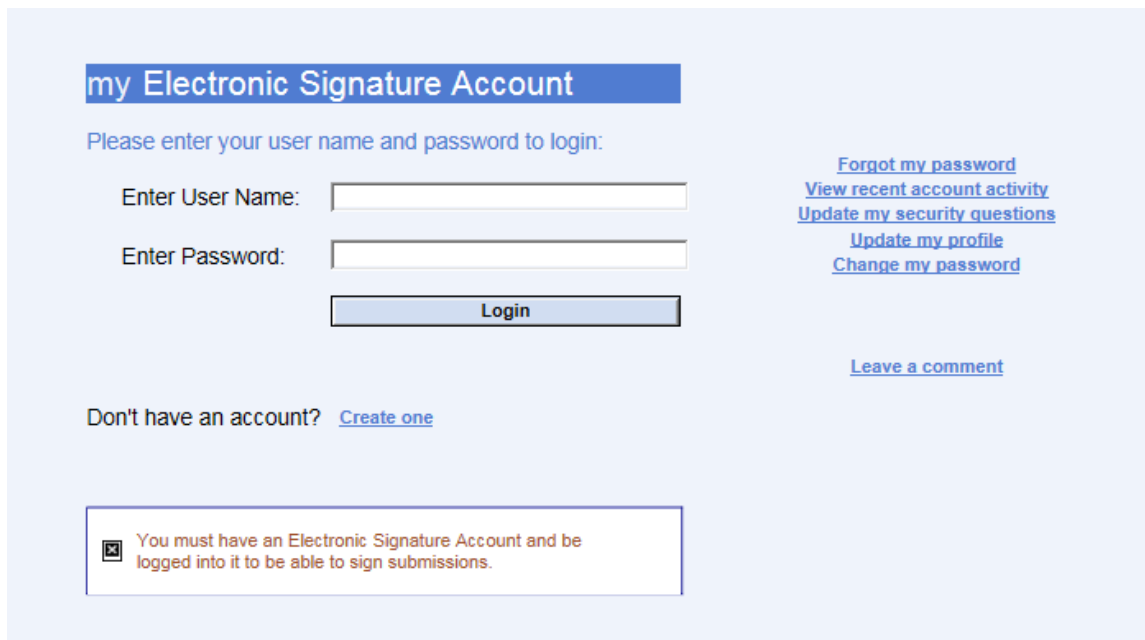
Add a New Service

Contact Us

Please note: SAW is a shared portal serving multiple state agencies. To get help with a service provided through SAW, please contact the sponsoring agency directly. Click the "Contact Us" button to view a list of agency contact information.

Service	Agency	Description	Status	Action
<a href="#">HWTR Signing Portal</a>	Department of Ecology	HWTR Signing Portal	Active	<a href="#">Remove</a>

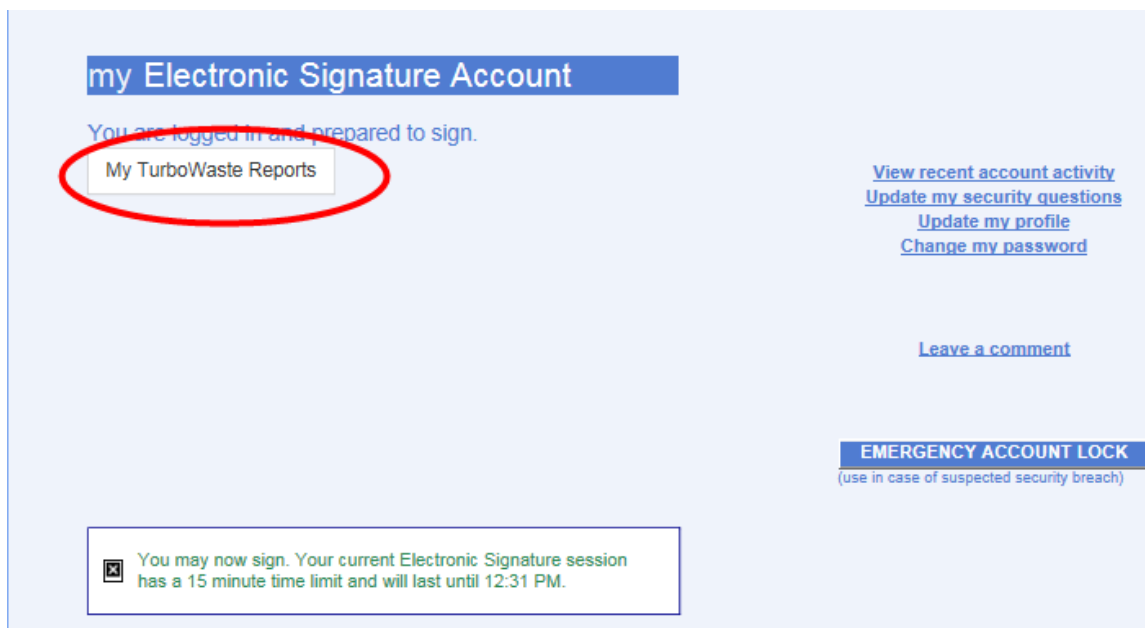
Log in to **my Electronic Signature Account**.



The image shows the login page for the 'my Electronic Signature Account'. At the top, there is a blue header with the text 'my Electronic Signature Account'. Below this, a message says 'Please enter your user name and password to login:'. There are two input fields: 'Enter User Name:' and 'Enter Password:'. Below the password field is a 'Login' button. To the right of the login fields, there are several links: 'Forgot my password', 'View recent account activity', 'Update my security questions', 'Update my profile', and 'Change my password'. Below these links is a 'Leave a comment' link. At the bottom left, there is a message: 'Don't have an account? [Create one](#)'. At the bottom, there is a message box with a warning icon and the text: 'You must have an Electronic Signature Account and be logged into it to be able to sign submissions.'

Once you click **Login**, you will be asked one of your security questions. After you correctly answer the security question, you will be logged onto **my Electronic Signature Account**.

Click on **My TurboWaste Reports**.



The image shows the dashboard for the 'my Electronic Signature Account'. At the top, there is a blue header with the text 'my Electronic Signature Account'. Below this, a message says 'You are logged in and prepared to sign.'. There is a button labeled 'My TurboWaste Reports' which is circled in red. To the right of the dashboard, there are several links: 'View recent account activity', 'Update my security questions', 'Update my profile', and 'Change my password'. Below these links is a 'Leave a comment' link. At the bottom right, there is a blue button labeled 'EMERGENCY ACCOUNT LOCK' with the text '(use in case of suspected security breach)' below it. At the bottom left, there is a message box with a warning icon and the text: 'You may now sign. Your current Electronic Signature session has a 15 minute time limit and will last until 12:31 PM.'

Read the **Signatory Attestment** statement and check the two statements of agreement.

DEPARTMENT OF ECOLOGY  
State of Washington

TurboWaste Development

CROMERR - jber461 : 9:59 AdminUsers My TurboWaste Accounts My CROMERR Profile

### Signatory Attestment

I certify I personally signed and submitted to the Department of Ecology an Electronic Signature Agreement. I understand that use of my electronic signature account/password to submit this information is equal to my written signature. I have read and followed all the rules of use in my Electronic Signature Agreement. I believe no one but me has had access to my password and other account information.

I further certify: I had the opportunity to review the content or meaning of the submittal before signing it; and to the best of my knowledge and belief, the information submitted is true, accurate, and complete. I intend to submit this information as part of the implementation, oversight and enforcement of a federal environmental program. I am aware there are significant penalties for submitting false information, including possible fines and imprisonment.

☒ I have read and understand the above certifications.  
☒ I have had the opportunity to review all pertinent documents and data associated with this submission.

Click **Submit to Dept of Ecology**.

DEPARTMENT OF ECOLOGY  
State of Washington

TurboWaste Development

CROMERR - jber461 : 9:59 AdminUsers My TurboWaste Accounts My CROMERR Profile

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This will open a page that lists all reports.

DEPARTMENT OF ECOLOGY  
State of Washington

TurboWaste - HWTR Signing Portal


CROMERR - : My TurboWaste Accounts My CROMERR Profile

[Back to Turbowaste](#)

### Turbo Waste

CROMERR	Type	Status	Legal Owner	Submitted	Effective	E-File	HandlerName	Reporting Year	SubmittedLoginId	HandlerId
<a href="#">View PDF Submitted</a>	AR-2005	SQG	Company Name	04/26/2006	12/31/2005	True	Company Name	2005	User ID	WAD0
<a href="#">View PDF Submitted</a>	AR-2007	SQG	Company Name	04/09/2008	12/31/2007	True	Company Name	2007	User ID	WAD0

To hide previously submitted reports, click on **Hide Submitted**.



TurboWaste - HWTR Signing Portal

CROMERR -

My TurboWaste Accounts

My CROMERR Profile

[Back to Turbowaste](#)


Turbo Waste

Hide Submitted

Download ESA

CROMERR	Type	Status	Legal Owner	Submitted	Effective	E-File	HandlerName	Reporting Year	SubmittedLoginId	HandlerId
<a href="#">View PDF Submitted</a>	AR-2005	SQG	Company Name	04/26/2006	12/31/2005	True	Company Name	2005	User ID	WAD0
<a href="#">View PDF Submitted</a>	AR-2007	SQG	Company Name	04/09/2008	12/31/2007	True	Company Name	2007	User ID	WAD0
<a href="#">View PDF Submitted</a>	AR-2009	SQG	Company Name	01/12/2010	12/31/2009	True	Company Name	2009	User ID	WAD0

Click on **View PDF** for the report that you wish to submit.



TurboWaste - HWTR Signing Portal

Development

CROMERR - lasm461 :

My TurboWaste Accounts

My CROMERR Profile

[Back to Turbowaste](#)

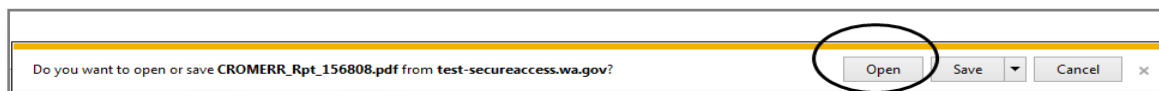
Turbo Waste

Show Submitted


Download ESA

<a href="#">View PDF</a>	<a href="#">Submit</a>	AR-2016	LQG	LegalOrgName	Date	Date	False	Company Name	2016	User ID	WAH
<a href="#">View PDF</a>	<a href="#">Submit</a>	AR-2015	LQG	LegalOrgName	Date	Date	False	Company Name	2015	User ID	WAD

Click **Open** to view your report.



Review your report to make sure that it is correct.

Dangerous Waste Site Identification Form		Site ID
 <b>Washington State Department of Ecology</b> Hazardous Waste Information P.O. Box 47658 Olympia, WA 98504-7658 (800) 874-2022 (within state) (360) 407-6170 Web site: <a href="http://www.ecy.wa.gov/programs/hwtr">www.ecy.wa.gov/programs/hwtr</a>		
1. Reason for Submittal	<input type="checkbox"/> To provide <b>New</b> Notification of Regulated Waste Activity <i>(complete entire form)</i> <input type="checkbox"/> To provide <b>Revised</b> Site Identification information <i>(complete entire form)</i> <input type="checkbox"/> To <b>Withdraw</b> Site Identification Number <i>(complete sections 10 and 11)</i> Effective Date <i>(mm/dd/yyyy)</i> : <input type="checkbox"/> To <b>Reactivate</b> Site Identification Number <i>(complete entire form)</i> 12/31/2015 <input checked="" type="checkbox"/> A component of the <b>Dangerous Waste Annual Report</b> <i>(complete entire form)</i> Reporting Year: 2015	
2. RCRA Site ID Number:	WAH000040646	
3. Site Location Information		
Company Name: Test Site		


If not, close the PDF and click **Back to TW** to make your corrections.

[Back to TW](#)

**Turbo Waste**

CROMERR	Type	Status	Legal Owner	Submitted	Effective	E-Filer	HandlerName	Reporting Year	SubmittedLoginId	HandlerId
<a href="#">View PDF</a> <a href="#">Submit</a>	AR:2015	LQG	LegalOrgName		12/31/2015	True	Test Site	2015	jber	WAH000040646

If your report is correct, close the PDF file and click **Submit**.

 **TurboWaste - HWTR Signing Portal**

CROMERR - My TurboWaste Accounts My CROMERR Profile

[Back to Turbowaste](#)

**Turbo Waste**

[Show Submitted](#) [Download ESA](#)


<a href="#">View PDF</a> <a href="#">Submit</a>	AR:2016	LQG	LegalOrgName	Date	Date	False	Company Name	2016	User ID	WAH
<a href="#">View PDF</a> <a href="#">Submit</a>	AR:2015	LQG	LegalOrgName	Date	Date	False	Company Name	2015	User ID	WAD

“Submit” will change to “Submitted” when your submission is successful. CROMERR will send a copy of the report to your email. Please check your SPAM or junk mail file if you do not receive a copy in your inbox.

You will not receive a copy of the report if it exceeds the email size limit of your account. If that happens, you can print a copy of your report.

## How to Print

Log into SAW and CROMERR. Click on **My TurboWaste Reports**.



**my Electronic Signature Account**

You are logged in and prepared to sign.

**My TurboWaste Reports**

[View recent account activity](#)  
[Update my security questions](#)  
[Update my profile](#)  
[Change my password](#)

[Leave a comment](#)

**EMERGENCY ACCOUNT LOCK**  
(use in case of suspected security breach)

You may now sign. Your current Electronic Signature session has a 15 minute time limit and will last until 12:31 PM.

Read the Signatory Attestment statement and check the two statements of agreement.



**Signatory Attestment**

I certify I personally signed and submitted to the Department of Ecology an Electronic Signature Agreement. I understand that use of my electronic signature account/password to submit this information is equal to my written signature. I have read and followed all the rules of use in my Electronic Signature Agreement. I believe no one but me has had access to my password and other account information.

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Click **Submit to Dept of Ecology**.



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☒ I have read and understand the above certifications.  
☒ I have had the opportunity to review all pertinent documents and data associated with this submission.

This will open a page that lists the reports and shows whether they need to be submitted.

CROMERR - jber461 : 14:33

AdminUsersMy TurboWaste AccountsMy CROMERR Profile

1f752449-69cc-4ae3-9448-552fc8dbc24d

[Back to TW](#)

Turbo Waste

CROMERR	Type	Status	Legal Owner	Submitted	Effective	E-Filer	HandlerName	Reporting Year	SubmittedLoginId	HandlerId
<a href="#">View PDF</a> Not Reviewed	AR-2013	LQG	LegalOrgName		12/31/2013	False	Test Site	2013	jgie461	WAH000040646
<a href="#">View PDF</a> Not Validated Not Reviewed	AR-2014	LQG	LegalOrgName		12/31/2014	True	Test Site	2014	jber	WAH000040646
<a href="#">View PDF</a> Submitted Not Reviewed	AR-2015	LQG	LegalOrgName		12/31/2015	False	Test Site	2015	apples123	WAH000040646
<a href="#">View PDF</a> Not Reviewed	AR-2015	LQG	LegalOrgName	06/09/2016	12/31/2015	True	Test Site	2015	jber	WAH000040646

Click on **View** for the report that you wish to print.

CROMERR - jber461 : 14:33

AdminUsersMy TurboWaste AccountsMy CROMERR Profile

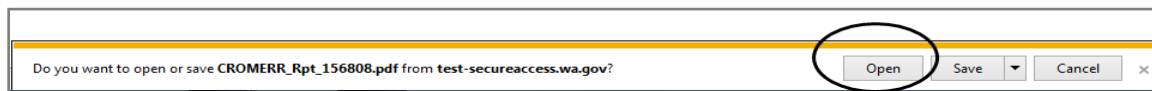
1f752449-69cc-4ae3-9448-552fc8dbc24d

[Back to TW](#)

Turbo Waste

CROMERR	Type	Status	Legal Owner	Submitted	Effective	E-Filer	HandlerName	Reporting Year	SubmittedLoginId	HandlerId
<a href="#">View PDF</a> Not Reviewed	AR-2013	LQG	LegalOrgName		12/31/2013	False	Test Site	2013	jgie461	WAH000040646
<a href="#">View PDF</a> Not Validated Not Reviewed	AR-2014	LQG	LegalOrgName		12/31/2014	True	Test Site	2014	jber	WAH000040646
<a href="#">View PDF</a> Submitted Not Reviewed	AR-2015	LQG	LegalOrgName		12/31/2015	False	Test Site	2015	apples123	WAH000040646
<a href="#">View PDF</a> Not Reviewed	AR-2015	LQG	LegalOrgName	06/09/2016	12/31/2015	True	Test Site	2015	jber	WAH000040646

Click **Open** to view your report.



Click on the printer icon to print your report. Your report will print and you can log off.

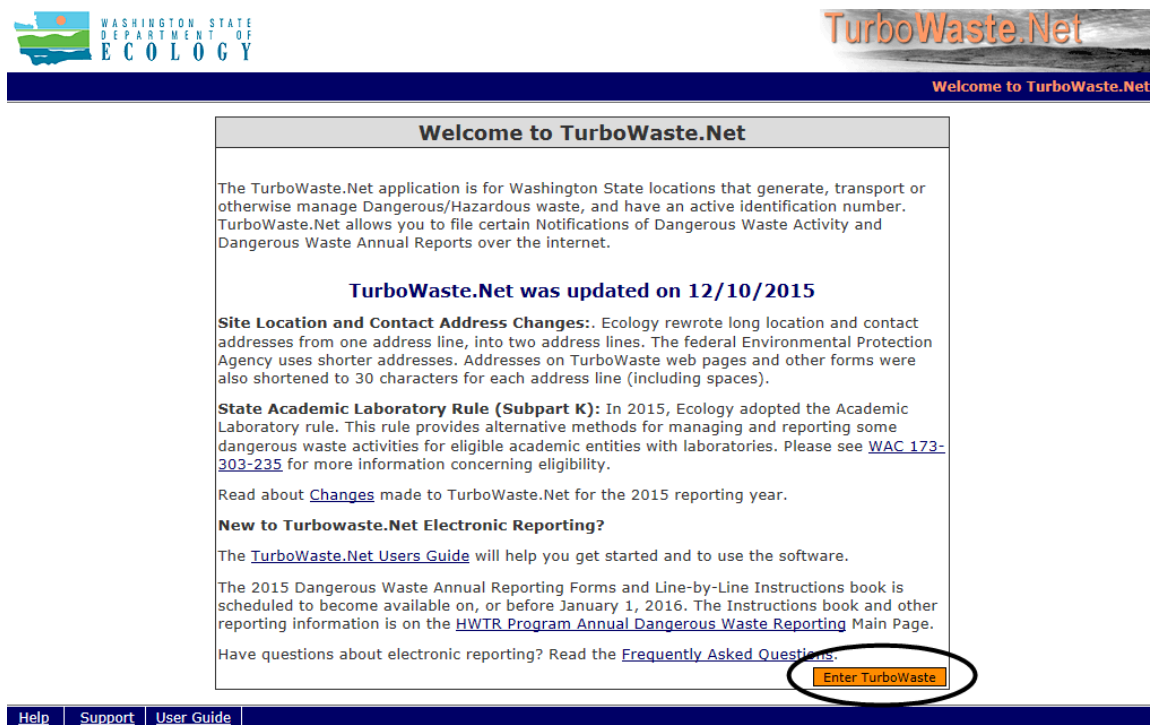
## Chapter 3

### Changing your TurboWaste password

If you want your TurboWaste password to match what you created for SAW and CROMERR, you can log into TurboWaste and change it.

To change your password go to: <https://fortress.wa.gov/ecy/turbowaste/Login/Splash.aspx>

Click **Enter TurboWaste**.



**Welcome to TurboWaste.Net**

The TurboWaste.Net application is for Washington State locations that generate, transport or otherwise manage Dangerous/Hazardous waste, and have an active identification number. TurboWaste.Net allows you to file certain Notifications of Dangerous Waste Activity and Dangerous Waste Annual Reports over the internet.

**TurboWaste.Net was updated on 12/10/2015**

**Site Location and Contact Address Changes:** Ecology rewrote long location and contact addresses from one address line, into two address lines. The federal Environmental Protection Agency uses shorter addresses. Addresses on TurboWaste web pages and other forms were also shortened to 30 characters for each address line (including spaces).

**State Academic Laboratory Rule (Subpart K):** In 2015, Ecology adopted the Academic Laboratory rule. This rule provides alternative methods for managing and reporting some dangerous waste activities for eligible academic entities with laboratories. Please see [WAC 173-303-235](#) for more information concerning eligibility.

Read about [Changes](#) made to TurboWaste.Net for the 2015 reporting year.

**New to Turbowaste.Net Electronic Reporting?**

The [TurboWaste.Net Users Guide](#) will help you get started and to use the software.

The 2015 Dangerous Waste Annual Reporting Forms and Line-by-Line Instructions book is scheduled to become available on, or before January 1, 2016. The Instructions book and other reporting information is on the [HWTR Program Annual Dangerous Waste Reporting](#) Main Page.

Have questions about electronic reporting? Read the [Frequently Asked Questions](#).

[Enter TurboWaste](#)

[Help](#) [Support](#) [User Guide](#)

Click **Login to TurboWaste.Net**.



**New Users**

[Request PIN](#)  
Do you already have a RCRA Site ID number? If so, click here to request your PIN.

[Create User Profile](#)  
Did you receive your PIN? If so, click here to create your personal TurboWaste.Net user profile.

**Existing Users**

[Login to TurboWaste.Net](#)

[Did you forget your password?](#)  
If so, click here to have your TurboWaste.Net password e-mailed to you.

Forget your User Name?  
If so, contact Ecology at 1-800-874-2022 (in state) or 360-407-6170.

[Help](#) [Support](#) [User Guide](#)

Enter your user name and password.

File Edit View Favorites Tools Help

Welcome SinglePoint US Bank BRUMS Lockbox US Bank DDS HWGF V2

WASHINGTON STATE DEPARTMENT OF ECOLOGY

TurboWaste.Net

<< Home Page Sign In

Sign In

User Name: jyippieskip

Password: .....

Submit

Help Support User Guide

Click **Submit**.

File Edit View Favorites Tools Help

Welcome SinglePoint US Bank BRUMS Lockbox US Bank DDS HWGF V2

WASHINGTON STATE DEPARTMENT OF ECOLOGY

TurboWaste.Net

<< Home Page Sign In

Sign In

User Name: jyippieskip

Password: .....

Submit

Help Support User Guide

Click **PROFILE**.

WASHINGTON STATE DEPARTMENT OF ECOLOGY

TurboWaste.Net

HOME PROFILE

Welcome to TurboWaste.Net

Assigned Sites	
RCRA Site ID:	WAD
Site:	Site Name Here
	123 AVE NE
	WA
Role:	Administrator

Click **Change Password**.

**Instructions**

Please update your first name, last name, e-mail address or phone number click on the Submit button. The application will update the user account and return you to the Home tab.

If you do not want to update your user profile, please click on the Cancel button and the application will return you to the Home tab.

**Change Password:** Click here to change your password.

**Legend**  
\* Required fields

**User Profile**

First Name:  \*

Last Name:  \*

Email:  \*

Phone:  x

Default Profile:

Enter **Current Password**.



TurboWaste.Net

HOME PROFILE

Log Off

Password Change

**Instructions**

Please provide your current password and specify your new password. You will need to confirm your new password before clicking on the Submit button. The application will update your password and return you to the Update User Profile screen.

If you do not want to update your password, please click on the Cancel button and the application will return you to the Update User Profile screen.

**Legend**  
\* Required fields

**Change Password**

Current Password:  \*

New Password:  \*

Confirm New Password:  \*

Enter **New Password**.



TurboWaste.Net

HOME PROFILE

Password

**Instructions**

Please provide your current password and specify your new password. You will need to confirm your new password before clicking on the Submit button. The application will update your password and return you to the Update User Profile screen.

If you do not want to update your password, please click on the Cancel button and the application will return you to the Update User Profile screen.

**Legend**  
\* Required fields

**Change Password**

Current Password:  \*

New Password:  \*

Confirm New Password:  \*

Enter **Confirmation New Password**.

**Instructions**

Please provide your current password and specify your new password. You will need to confirm your new password before clicking on the Submit button. The application will update your password and return you to the Update User Profile screen.

If you do not want to update your password, please click on the Cancel button and the application will return you to the Update User Profile screen.

**Legend**  
\* Required fields

**Change Password**

Current Password:  \*

New Password:  \*

Confirm New Password:  \*

Click **Submit**.

**Instructions**

Please provide your current password and specify your new password. You will need to confirm your new password before clicking on the Submit button. The application will update your password and return you to the Update User Profile screen.

If you do not want to update your password, please click on the Cancel button and the application will return you to the Update User Profile screen.

**Legend**  
\* Required fields

**Change Password**

Current Password:  \*

New Password:  \*

Confirm New Password:  \*

Click **Submit** again.

**Instructions**

Please update your first name, last name, e-mail address or phone number click on the Submit button. The application will update the user account and return you to the Home tab.

If you do not want to update your user profile, please click on the Cancel button and the application will return you to the Home tab.

[Change Password](#): Click here to change your password.

**Legend**  
\* Required fields

**User Profile**

First Name:  \*

Last Name:  \*

Email:  \*

Phone:  x

Default Profile:  ▼

[hide](#)

Your password has been changed.